

**MINUTES**  
**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES MEETING**  
**Monday, August 18, 2003    7:00 p.m.**  
**Main Library Community Meeting Room**

Present: Bessie Carrington, Chairman of the Board, presiding; Ann Craver, Richard DeGiacomo, Carl Hodges, Bob Otterbourg, Elsa Woods, Board Members; Bob Wilkinson, Friends of the Library; Philip Cherry, Director of the Durham County Library; Joe Bowser, County Commissioners Liaison to the Board

Absent: Board Members Lionell Parker and Lauren Singdahlsen

The Chair called the meeting to order at 7:10 p.m.

Communications

Bessie Carrington, outgoing Chair, bid farewell to retiring Trustees Jackie Hall, Carl Hodges, and William McKee who are no longer serving on the Board. She also welcomed new Trustees Lionell Parker and Wanda Wagstaff to the Board.

Library Design-Build Team Presentation

The Chair tabled the Finance report and Committee reports in the interests of time to allow for a special presentation on new library facilities by the Freelon Group and the County Library Design-Build Team. Chris Brasier of the Freelon Group and Glen Whisler, City Engineer, made the presentation. Design-Build Team members Phillip Cherry, Director of the County Library, and Pricilla Lewis, Head of Library Extension Services, also participated in the presentation.

Mr. Brasier began the presentation with an overview of the development process. He reported that the process consisted of three distinct stages: 1) design development, 2) construction documents, and 3) construction.

The design development stage is an internal process during which the Design-Build team assesses needs and design concepts are generated. Later, needs are determined and designs are refined. During this process information is gathered through site visits to other regional library facilities. Upon conclusion of the site visits, the information gathered is incorporated into design concept and a diagram specifying the relationship between library services and programs is generated. The interior design of the library is created from the diagram.

The Design-Build team has incorporated the themes of energy efficiency, abundant light, and environmentally sensitive design into their plans for new library facilities. Current trends in library facilities that have been included in the plans for our new branches include a larger public meeting space and a similar interior layout. The larger meeting room emphasizes the importance of the library as a center of community life and activity. Consistency in the interior plan will promote familiarity among library patrons with the location of the services and collections within our new facilities.

Mr. Braiser presented the four design schemes that he and the design team evaluated for the construction of the new Southern and Eastern Regional branches. The facility was sited in a different location on the building site in each design. Multiple design schemes were necessary for site planning and evaluation purposes.

The designs feature a 25,000 square foot facility with library staff offices, mechanicals, and meeting rooms at the periphery and collections in the center of the building. Service points for patrons are strategically located within the facility and are visible after entering the building. The public meeting room is accessible during library hours from within the building. After hours access to the meeting room is available through an exterior door adjacent to the entrance of the library.

The interior plans for each design have the capacity for a collection of 128,000 bound volumes. Since the interior of the facility is free of structural obstructions and is primarily configured as open space, shelving units may be added or moved as necessary to accommodate increases in the collection.

Mr. Cherry reported that he would make extensive use of technology to control costs in the new facilities. The use of automation to checkout, check-in, and sort books will lead to increased efficiency because books will have to be handled less often by staff. Mr. Cherry also explained that the reservation process for library computer terminals could be automated thereby freeing staff to assist patrons.

Currently, the Design-Build team is about to finish the design development stage.

Activities such as the solicitation and evaluation of bids and the execution of contracts will occur in stage two which is the construction documents stage.

The final stage of the development process is the actual construction of the facilities.

#### Facilities, Policies, and Standards

Mr. Cherry reported that the project team for the Stanford L. Warren Branch met and finalized a programming statement. The statement has been given to the architects for their review.

The minutes of the meeting of June 16, 2003 were approved without correction.

#### New Business

The proposed calendar for the monthly meetings of the Board was approved with a change to the date of the January 2004 meeting that will now be held on Tuesday, January 20.

Ms. Carrington announced that there is a new vacancy on the Board. The County Commissioners will fill the vacancy with the appointment of a new Trustee.

Ms. Carrington set forth the names of the slate of officers proposed by the Nominating Committee. After the names were proposed the Trustees present made no further nominations and the slate of officers nominated accepted. The new officers of the Library Board are as follows:

Chair- Elsa Woods;  
Vice-Chair- Ann Craver; and  
Secretary- Lauren Singdahlsen.

#### Finance

Mr. Cherry announced that the Library received a \$500 grant from a local civic organization. He also reported that the collection of past due fines and fees from patrons surged with the announcement that the Library entered a collections contract with Unique Management.

#### Friends of the Library

Mr. Wilkinson announced that the Friends would have their Fall book sale on the last weekend of September. He also reported that the last book sale generated more revenue in a two-day period than past three-day sales.

The Friends have acquired liability insurance.

The Friends are creating campaign literature for the Library Bond Referendum.

#### Library Foundation

Ms. Craver reported that the Foundation Board was close to potentially approving a budget for a multi-million dollar fundraising campaign. The Foundation will be engaging the Capital Consortium to assist them in the campaign. An endowment plan and message is being crafted for the public.

#### Director's Report

Mr. Cherry distributed a written report. He highlighted three items in the report. The U.S. Supreme Court recently ruled that the Federal Government could require public libraries that are seeking federal funding to comply with the Child Internet Protection Act (CIPA). Compliance with the provisions of CIPA is not effective until FY 2004-05 cycle. The necessary computer software is currently being installed on library computers.

He also announced that the youth participation in the Summer Reading Festival increased by 51% over last year.

Mr. Cherry recently accompanied County Commissioners Chair Ellen Reckhow, Deputy County Manager Carolyn Titus, and General Services Director Mike Turner on a maintenance walk-through of the Main Library. Several pages of notes regarding action items were made during the walk-through.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Rich De Giacomo, Secretary Pro Tem